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**From:** Caloggero, Dina (DPH)  
**Sent:** Monday, October 05, 2009 3:11 PM  
**To:** Szymczak, Elizabeth (DPH); Smole, Sandra (DPH); Nassif, Julianne (DPH)  
**Cc:** Han, Linda (DPH)  
**Subject:** FW: updated QA SOP - PT testing  
**Attachments:** editing version ver 4 QA.002 PT program.doc

Hi Everyone,

Attached is the latest version of the PT SOP that we discussed today. As Linda mentioned, although it is 32 pages long, the part that you should pay particular attention to is the procedure under Section 7. This section is 10 pages long and begins on page 7. Please carefully look through this and be prepared to discuss on Friday, 10/9 at 10:00 in room 202. I will send out an Outlook request.

Thanks...Dina

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**From:** DiNatale, Margaret (DPH)  
**Sent:** Thursday, September 17, 2009 11:07 AM  
**To:** Caloggero, Dina (DPH); Han, Linda (DPH)  
**Cc:** DiNatale, Margaret (DPH)  
**Subject:** updated QA SOP - PT testing

Hi Dina and Dr. Han,  
Attached is the updated draft version of QA SOP – Proficiency Testing Survey program, QA.002. this attachment is not protected to allow comments/edits to be typed into the document. I only ask that suggested changes be highlighted somehow to make it easy to find the suggestions.

I received comments for revisions from about 5 Supervisors. All of their comments/suggestions have been incorporated.

**As background**, this document was sent out to Directors, Supervisors and the 4<sup>th</sup> Floor Office Staff in February for the first round of comments. Revisions were made based on comments from 5 Supervisors. The revised draft document was sent out to Directors, Supervisors and the 4<sup>th</sup> Floor Office Staff in August for the second round of comments. I received comments from two Supervisors and those comments have been incorporated into this current draft.

Please let me know when this document may be approved and distributed to all staff.

Thanks,  
Peggy DiNatale